

This Notice Expires 1 September 1975

DDI NOTICE

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13 March 1975

MANAGEMENT ADVISORY GROUP
FOR THE INTELLIGENCE DIRECTORATE
(MAGID)

1. MAGID was established in July 1973. Its basic purpose is to assist me and other managers in improving the operation of this Directorate by supplementing the established channels of communication.

2. Initially, MAGID's membership was comprised of eight officers, ranging in grade from GS-09 to GS-15. I have since added two representatives of our secretarial/clerical employees to contribute their perspective to MAGID activities.

3. During the past year, MAGID has identified a number of problems worthy of management attention and suggested several solutions for these and other problems already identified by management. In my judgment MAGID is making a distinct and positive contribution to the Directorate as an adjunct to the total management process.

4. I also find MAGID to be a very effective communications channel--both in terms of giving me direct insights into the concerns of DDI employees and giving them an informal way for bringing their views to the top. From time to time the ADDI and I meet with MAGID to discuss papers prepared by MAGID or general items of interest to MAGID. In addition, I or the ADDI have lunches each Friday with a MAGID member and two guests of his or her choice. These sessions have been extremely fruitful in giving us an opportunity both to learn first-hand the concerns of our employees and to clarify various policies and decisions of management.

5. MAGID has been involved in the preparation of several papers on various facets of Directorate activities. While I have not always agreed with its views, I believe the net result has been a large plus.

a. We have, for example, launched a Directorate Orientation Course which is a direct result of a MAGID study on personnel orientation practices within the Directorate.

b. Discussions with MAGID on the problem of communications within the Directorate were influential in my decision to develop the DDI Personnel Handbook as a means of ensuring that each employee is informed on all aspects of personnel and promotion policies and a variety of other kinds of general information. MAGID played a key role in the preparation of this handbook--reviewing draft sections from the employee's perspective and providing the initial drafts on employee counseling and grievance procedures.

c. MAGID papers have also served as the basis of profitable discussions with office and staff chiefs on a number of key problems such as the relationship between production and service units within the Directorate; improving first-line supervision; and the development of a pilot program to provide opportunities for clerical personnel to move into professional ranks.

6. The MAGID now has under consideration three new topics:

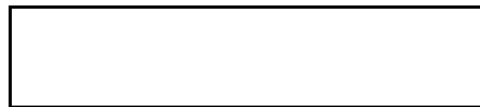
Rotational assignments within the DDI: How can rotational assignments be facilitated in order to improve the professional qualifications of DDI personnel? What kind of program should be developed for this purpose?

Professional development: Each Office is preparing Developmental Profiles for professional and technical personnel in grades GS-09 and above. The Profiles identify training courses and types of assignments generally pertinent to planning the career development of individuals within a particular functionally homogeneous group of officers (e.g., economic analysts). MAGID has been asked to give us any ideas and suggestions they have that will assist the Offices in this task.

Working Environment: What practical adjustments can be made to working conditions to improve the environment, efficiency, and morale? I urge all employees to communicate to the members of

MAGID their views on these subjects and, when possible, to participate actively in the preparation of the MAGID reports on these topics.

7. MAGID provides an opportunity for each member of the Directorate to express his or her ideas for improvement. The effectiveness of MAGID depends primarily upon the initiative and dedication of its members. They, in turn, depend upon the interest and support given to them by their colleagues. In this sense, the MAGID member from your office is your representative. To express an idea, to attend one of the MAGID Lunches, or to learn more about the group and its activities, contact your MAGID member. A list of members is attached.



EDWARD W. PROCTOR
Deputy Director for Intelligence

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Attachment

Distribution "B" (All Employees)